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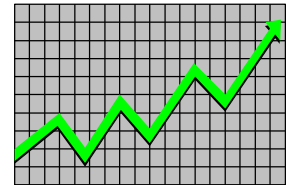
Editor: Pat Webster
505-667-9564

Number 21
December 15, 1997

DOE Rates LANL Property--

FAR EXCEEDS!

At the DOE Business Management Oversight Review Exit Briefing by teleconference on December 4, DOE/Albuquerque rated LANL's personal property function as a "FAR EXCEEDS" for FY'97. The report states "the ratings given for each functional area, as well as the overall performance rating, are based on performance objectives, criteria, and measures developed for Fiscal Year 1997." Such reviews are in full accord with the DOE Under-Secretary's initiative on Performance Based Management.



Congratulations and many thanks to all of you who play an important part in being good stewards of government personal property at LANL. You are encouraged to take pride in and feel very good about this wonderful rating. Such achievements require everyone's cooperation and hard work--let's celebrate this success!

Property & LANL's Holiday Closure



Government Vehicles -- the BUS-6 Fleet Management Team asks vehicle coordinators/operators to please make sure government vehicles are locked and keys secured. To prevent theft or vandalism, please make sure government vehicles are parked inside fenced areas from close of business on December 24 until Monday, January 5.



Excess Government Property -- BUS-6 and Johnson Controls Northern New Mexico remind you that all excess government property must be properly disposed of. If you or your customers are cleaning house (office) at LANL to start the New Year off right, please remember excess government equipment/materials can't be thrown in dumpsters--property custodians must contact their Property Administrator to ensure reuse of government assets.

Happy Holidays !



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Customs Team -- The holidays are fast approaching, so customers are asked to please submit their export requests for to the Customs Team as soon as possible. The large volume of overseas shipments of holiday gifts may cause exporting delays.

During the Lab's closure (December 25 through January 4), customers with emergency export needs or those expecting imports critical to their work (for example, biological cells that might expire) may contact Crystal Johnson at 505-662-2527.

Property Safety

Government Vehicles -- Preventive Maintenance:

A well-maintained government vehicle is a safe vehicle--one of the reasons operators must deliver vehicles promptly for preventive maintenance when they're notified it's due. LANL's fleet contains vehicles leased from the Government Services Agency (GSA), identified by the letter G on their license plates, plus a few DOE-owned vehicles, identified with a letter E on license plates; the following information covers both:

GSA

If vehicles are not brought in for maintenance as scheduled, GSA sends to the LANL organization's vehicle coordinator (VC) a Form 3478S, Notice of Overdue Inspection; a copy of the notice is sent to the BUS-6 Fleet Management Team (FMT). The VC forwards the notice to the vehicle's operator.

The GSA Form 3478 (Motor Vehicle Service Authorization) authorizes the scheduled preventive maintenance. The operator takes the vehicle to any of local vendor contracted to perform the service and presents Form 3478. The vendor retains a completed copy of Form 3478, which is used to maintain the preventive maintenance history database.

DOE

Johnson Controls Northern New Mexico (JCNNM) establishes a preventive maintenance schedule for each DOE-owned vehicle when it issues an E plate. The schedule is based on the manufacturer's vehicle specifications. The VC or operator is responsible for delivering the vehicle to JCNNM for the maintenance on the date specified in the notice from JCNNM.



Field Safety Check Sheet:

Before the required biannual property utilization reviews at LANL organizations, BUS-6 property specialists (PSs) contact Business Team Leaders (BTLs) to arrange a strategy meeting to best accommodate the organization's needs and ensure the reviews are performed safely. The PSs furnish the BTLs an advance copy of the BUS-6 Field Work Safety Check List, which is used to ensure safety concerns and training requirements are addressed. The BTL ensures the Check Sheet is completed before the review begins. If you participate in these reviews, please review the latest version of the attached Check

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Sheet, and if you have any questions about it or suggestions for improving it, please call the Property help line, PropLine, at 5-3230. BUS-6 welcomes your comments.

Welcome Aboard !



The Property Management Group, BUS-6, is pleased to welcome new members **Vickie Barnett and Barbara Winters** of the Laboratory's Housing Office. The housing function became a part of BUS-6 in December, but its physical location will remain at its new offices at 1305 Iris Street, Suite 8, in downtown Los Alamos.

Vickie and Barbara assist with providing mainly temporary and economical housing services to the more than 1,500 short-term undergraduate and graduate research students who come to LANL during any year. The Housing Office phone number is 505-667-1726, and the LANL mail stop is C325. The email address is housing@lanl.gov. If you see them at property meetings or functions, please introduce yourself and make them feel at home.

LANL Worker Home Use

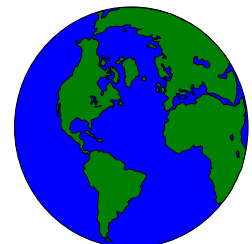
Laboratory managers are responsible for ensuring compliance with government requirements for workers using government property for official tasks at home. An annual review of worker home use is the best way to satisfy this responsibility. Organizational Business Team Leaders (BTLs) and Property Administrators (PAs) support their managers with these endeavors.

BUS-6 Property Management offers its services to PAs and BTLs to ensure property assets at workers' homes are used efficiently. BUS-6 can provide PAs with organizational lists of LANL workers with equipment at home--and indicate how many pieces each worker has. Managers reviewing the list can ensure worker home use is what they have authorized and that it is appropriate for the work being performed. PAs reviewing the lists can ensure worker home-use documents are current and can assist managers with their reviews.

PAs who need information or assistance with reviewing worker home use are encouraged to call the property help line, PropLine, at 5-3230. Support from managers, PAs and BTLs for good management of government property assets is much appreciated.

It's More than CUSTOMary to use the SM for Exports

The Customs Team reminds LANL customers that LANL's on-line Shipping Request (SR) is for domestic shipments only, as the SR specifies. The paper shipping manifest (SM) contains information in fields that Customs requires to process foreign shipments; so, **customers exporting equipment/materials from LANL, must use the SM** paper form, stock number 1209. Thanks for your cooperation!



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FY'98 Wall-to-Wall Inventory Heads Up

The Laboratory's inventory requirement for FY98 is for a 100% inventory of all property numbered items on the property database (PAIRS), a 100% inventory is also called a Wall-to-Wall. The last Wall-to-Wall at LANL was performed in '95. Careful planning and super cooperation among all property personnel will be needed to equal or surpass the outstanding success that you achieved for the '97 statistical sample inventory.

Advance preparations for the inventory will be important to its success once it begins. LANL organizations can prepare by doing the following: unsigned accountability statements can be reviewed and signed or corrected; documents for off-site property can be reviewed and updated; equipment acquired with a purchase card can be checked to see whether it might require a barcode; items decontrolled under the \$1-5K initiative can be checked to make sure the number on the barcode label has been crossed through; documents can be processed for dismantlements and incorporations, etc. Property Management is eager to help Lab organizations with these transactions--call PropLine at 5-3230 for reports, lists, copies of off-site documents, etc.

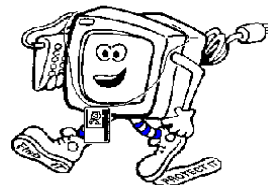
Ron Quintana is the Property Management owner of the FY'98 Performance Measure for the inventory and is your point of contact. The inventory will be an item at the important Property Administrators' Team meeting , sponsored by BUS 2, 3, & 8, on Thursday, December 18. Please attend and bring your ideas and suggestions for making the '98 inventory cost-effective, efficient and a "whammo" success !

Keep those
Accountability
Statements coming !

Revised Chapter XIII (Special Materials) Is On-line

The following revisions to the PMM were approved by the Department of Energy:

- Table of Contents--updated to reflect changes in Chapters XI and XIII
- Chapter XI, Property in Stores--all pages were deleted; information on compressed gases and cryogenic liquids was incorporated in Chapter XIII, Special Materials.
- Chapter XII, Special Materials
 - * high risk property section was revised for changes in government requirements
 - * section on precious metals has new control level for precious metals at one gram rather than at one-tenth of a gram and states new responsibilities for precious metals custodians (PMCs) (including mandatory training and conducting a precious metal inventory when an outgoing PMC is replaced by a new PMC)



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- * section on compressed gases and cryogenic liquids thoroughly revised and incorporated in the Specials Materials chapter. Thanks to the Materials Management Group for their contribution to the revision.

Property Management hopes the new materials in Chapter XIII are useful and welcomes your comments and suggestions.

A Present from PROP OPS

The Property Operations Team created a checklist (see below) to help customers determine which kind of transaction they to mark on the SM to ship property off site. Please remove the ribbon and examine the contents. If you have questions about the checklist, please call the PROP OPS Team at 505-667-5217, -9593 or -9563.



SHIPPING MANIFEST CHECK LIST

If the criteria is met in the second column, check the appropriate box on the Shipping Manifest, for example, loan or GFP or Joint Use or Permanent Transfer.

Check mark Box On SM	Criteria - PROCEED, if answer is YES	DO NOT Proceed, if answer is YES
Loan PMM Chapter VII	Is there a benefit to LANL? Is property going to a government agency or non-profit organization? Will title be kept by and property be returned to LANL?	Is shipment excess personal property? Is shipment going to commercial vendor? Is there a purchase order?
Permanent Transfer PMM Chapter XV Note: Requires GSA Form 122 and acceptance by other government agency. If reimbursable, check box for "other" on SM	Is there an SF122 (GSA transfer form) #? Will the property not be returned to LANL? Will the title be transferred to DOE or another federal agency?	Is item going to a commercial vendor for return, credit, etc.? Does the item have an anticipated return date? Is the item being sent to the sponsor? Was it purchased with reimbursable funds?
Government Furnished Property PMM Chapter IX	Is there a LANL subcontract or purchase order in place? Is there payment by LANL?	Is there a missing LANL subcontract number reference? Is item to be repaired? Is item to be exchanged?
Joint Use PMM Chapter X	Is the equipment for a LANL project? Is there a deliverable to LANL? Is a LANL employee involved in the project? Is there research data or a tangible product to LANL?	Is there a LANL purchase order or subcontract in place?

(Rev. 12/16/97)

National Property Management Association (NPMA) Professionalism

LOEC EXECUTIVE BOARD ELECTION RESULTS:

The election of Executive Board Officers for the Land of Enchantment Chapter of NPMA was held the first week in December 1997; ballots were sent to all members, so those out of town could mail them to Carolyn Helland, Election Committee Chairperson. The new Executive Board Officers will begin their duties on January 1, 1998, and serve for two years (1998 and 1999). The chapter acknowledges with appreciation all the members who accepted nominations to run for these important offices; their willingness to serve and contribute to LOEC contributes to keeping the Land of Enchantment chapter, viable and strong. Members of the Executive Board make a considerable commitment of their time and effort to serve the chapter; please give them your support.

CONGRATULATION TO THE EXECUTIVE BOARD OFFICERS FOR 1998-1999!

President: Joe Roybal Vice-President: Peg Baca Vice-President for Albuquerque: Bob Eldredge Secretary: Sarah Maynard Treasurer: Patty Blount National Delegates: Clyde Hayes Dennis Martinez
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DECEMBER LOEC MEETING:

The December LOEC meeting was a dinner held on the 5th at the Hotel Santa Fe, which was festive with holiday greenery, poinsettias and glowing luminarias. Former National Delegate, Pat Webster, and her husband John were guests.

Chapter President Clyde Hayes briefly recapped some of LOEC's achievements during the past two years and expressed appreciation from him and the Chapter for the many contributions made by the Executive Board and Chapter members. Gifts of appreciation were presented to a surprised Pat Webster, who is retiring. Clyde also presented gifts to the outgoing Executive Board (Peg Baca, Carolyn Helland, Yvonne Gonzales (in absentia), Joe Roybal, and Pat Webster) for the support they gave him during his term as President. Peg Baca was recognized for her many outstanding contributions to the chapter. Member Bennie Gonzales was recognized for his support from the managerial side of the house. Clyde also thanked his wife, Lorraine, for her support during his term of office. The Chapter also would like to express its appreciation to Lorraine, who graciously supported all LOEC endeavors.

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Carolyn Helland, Elections Chairperson, announced the results of the recent LOEC election of officers (see page 6). Carolyn will be leaving the property function to take a LANL technical position. She has been an active LOEC for many years, including serving two terms as Chapter treasurer--keeping the finances solvent and in good order. LOEC wishes Carolyn great success in her new career. Clyde welcomed the new board, which will be installed in January 1998, and recognized Joe Roybal's longtime contribution to keeping the Chapter going when there was very little support for it and for initiating many successful programs, such as the Certification and Testing and community outreach efforts.

Incoming President Joe Roybal gave a few remarks about continuing LOEC's many programs that benefit our members and helped win the 1997 national NPMA Chapter of the Year award. Joe will lead the Chapter to continue the good programs and seek new ones. He mentioned that the LOEC should be prepared for the calls for assistance that will soon come from NPMA headquarters for the National Educational Seminar to be held in Santa Fe this summer.

Joe also informed the members about the recent community outreach efforts to support needy families during the holiday season. Money (\$50 per family) for Thanksgiving dinners was provided to two families in November. In December, the same amount funds for two families' dinners will be provided and a much-needed coat will be purchased for an individual in a third family. LOEC is glad to be able to help others when, as Charles Dickens said, "...it is a time, of all others, when Want is keenly felt, and Abundance rejoices."

LOEC welcomes new members to NPMA. If you have questions or would like information about joining, please contact LOEC President Clyde Hayes @ 505-665-8063; after January 1, please contact incoming President Joe Roybal @ 505-667-7-5219.

***Happy New Year
From
Property Management !***

